

CALIFORNIA WING CIVIL AIR PATROL

INSPECTOR GENERAL

SUBORDINATE UNIT INSPECTION REPORT



GROUP/UNIT XYZ – CALIFORNIA WING

October 1, 2XXX

**Sample Subordinate Unit Inspection Report Format
To Be Used For Each Inspection of Groups and Units
subordinate to CAWG HQ**

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SUBORDINATE UNIT INSPECTION REPORT

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RATINGS and DEFINITIONS

Outstanding (O): Performance or operation **far exceeds** mission requirements. Procedures and activities are carried out in a far superior manner. Resources and programs are very efficiently managed and are of exceptional merit. Few, if any, deficiencies exist.

Excellent (E): Performance or operation **exceeds** mission requirements. Procedures and activities are carried out in a superior manner. Resources and programs are very efficiently managed and relatively free of deficiencies.

Satisfactory (S): Performance or operation meets mission requirements. Procedures and activities are carried out in an effective and competent manner. Resources and programs are efficiently managed. Minor deficiencies may exist, but do not impede or limit mission accomplishment.

Marginal (M): Performance or operation **does not meet some mission requirements**. Procedures and activities are not carried out in an efficient manner. Resources and programs are not efficiently managed. Deficiencies exist that impede or limit mission accomplishment.

Unsatisfactory (U): Performance or operation **does not meet mission requirements**. Procedures and activities are not carried out in an adequate manner. Resources and programs are not adequately managed. Significant deficiencies exist that preclude or seriously limit mission accomplishment, or endanger personnel or resources.

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NOTE: This is a sample transmittal letter for the report to be produced by the Wing or Group IG. Select the appropriate choices as indicated within the [brackets]. Otherwise the text should be copied as written.

[Wing or Group Letterhead]

1 October 200x

MEMORANDUM FOR COMMANDER, [GROUP/UNIT] XYZ, CALIFORNIA WING, CAP

FROM: CALIFORNIA WING / IG or GROUP X / IG
Post Office Box 7688 Address
Van Nuys, California, 91409-7688

SUBJECT: Report of Subordinate Unit Inspection, [GROUP/UNIT] XYZ, California Wing, 1 Oct 200X.

1. The Subordinate Unit Inspection is a value-added process intended to evaluate and help improve mission accomplishment. The SUI focused on the following elements:
 - a. How effectively, efficiently and safely the unit accomplishes its assigned missions and responsibilities.
 - b. The unit's compliance with laws, instructions, regulations and technical orders.
 - c. The degree to which unit leadership has enhanced its mission and made improvements.
 - d. The emphasis unit leadership has placed on the detection and prevention of fraud, waste and abuse.
2. The [Group / Unit] Commander will reply to this report to the [California Wing IG, Wing Commander and Vice Commander / Group IG, Group Commander and Wing IG] within 90 calendar days (60 days if there are safety related findings) following receipt of this report. The [Group / Unit] Commander will forward a consolidated list of corrective actions for all findings. Progress reports will be submitted every 60 days thereafter until all findings are closed. An item will be closed only after the [Wing / Group IG] and his/her staff have assessed the corrective action described and deemed it to be adequate. In some cases, the Group / Unit may be revisited and corrective action validated on site.
3. Any correspondence that indicates direct quotes, identifiable paraphrasing, or observations extracted from this report must be marked with the following statement at the lower margin. "This is a **PRIVILEGED DOCUMENT** that cannot be released in whole or part to persons or agencies outside of the Civil Air Patrol or USAF, nor can it be republished in whole or part in any publication not containing this statement, including Civil Air Patrol magazines and general use pamphlets, without the express approval of the Executive Director of the Civil Air Patrol and CAP-USAF/CC".
4. It was a pleasure to work with your professional team of volunteers. If you have any comments or concerns, feel free to contact the Inspector General at phone number.

JOHN Q. INSPECTOR, LTC, CAP

Inspector General

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SUBORDINATE UNIT INSPECTION REPORT

SECTION 1 – ASSESSMENT SUMMARY

Purpose and Scope

The purpose of this assessment was to (1) determine how effectively, efficiently, and safely the unit accomplished its mission(s) and responsibilities, (2) identify obstacles which impacted mission accomplishments, (3) eliminate waste, improve morale, and increase readiness, (4) assess the degree to which your leadership has enhanced the unit, and (5) provide information to other units for use in improving their operations. The assessment included an examination of leadership and management procedures at all levels and in all functions to determine the unit's ability to (1) accomplish its assigned missions and responsibilities efficiently, effectively, and safely, (2) comply with laws, instructions, regulations, etc., (3) the degree to which your leadership has enhanced the unit and made improvements, and (4) place emphasis on the detection and prevention of fraud, waste, and abuse.

Overall Assessment

Subordinate Unit Inspection (SUI): **(rating)**

NOTE: This is the overall grade is taken from the inspection summary on the next page.

Executive Summary

NOTE: Insert a summary of how the inspection went. Provide the Big Picture. This is a summary for the Wing Commander or Group Commander

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SUBORDINATE UNIT INSPECTION REPORT

INSPECTION SUMMARY						
CIVIL AIR PATROL GROUP / UNIT: GROUP XYZ						
DATE: October 1, 2003		INSPECTED BY: LTC. JOHN Q. INSPECTOR		DATE/RATING OF LAST INSPECTION: NOVEMBER 2001		
COMMANDER: MAJOR TOM SMITH				DATE ASSUMED COMMAND: OCTOBER 1, 2001		
	OUT- STAND ING	EXCEL- LENT	SATIS- FACTORY	MAR- GINAL	UNSATIS- FACTORY	NOT RATED
OVERALL GROUP / UNIT RATING			X			
A-1 Aerospace Education			X			
B-1 Cadet Programs			X			
C-1 Emergency Services			X			
C-2 Counterdrug		X				
C-3 Operations			X			
C-4 Aircraft Management						X
C-5 Communications			X			
C-6 Safety			X			
D-1 Professional Development			X			
D-2 Chaplain Services					X	
D-3 Finance				X		
D-4 Administration			X			
D-5 Personnel			X			
D-6 Public Affairs					X	
D-7 Supply			X			
D-8 Transportation			X			
D-9 Real Property			X			
D-10 Drug Demand Reduction (NOT RATED)						X
E-1 Command			X			
F-1 IG Inspector			X			
TOTAL NUMBERS OF OUTSTANDINGS, EXCELLENTS, ETC.		1	14	1	3	1
Values by category for each rating	5	4	3	2	0	
Total Scores (Multiply value by number of sections with that particular rating)		4	42	2	0	

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An Unsatisfactory in either Safety, Aircraft Management or Finance will result in an overall Unsatisfactory Rating

Total Score above of all ratings multiplied by the values - last row _____ 48 _____

Number of sections above that are applicable and are part of the inspection _____ 19 _____

Mean Average Score – total score divided by the number of applicable sections _____ **2.5** _____

Outstanding 4.5 to 5.0; Excellent 3.5 to 4.4; Satisfactory 2.5 to 3.4; Marginal 1.5 to 2.4; Unsatisfactory 0 to 1.4.

CAWGF 116 1 October 2003

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SUBORDINATE UNIT INSPECTION REPORT

Key Personnel

<u>Position</u>	<u>Name</u>	<u>Date Assigned</u>
Commander		200X
Deputy Commander		200X
Safety Officer		200X
Finance Officer		200X
Operations Officer		200X

Team Composition

Team Chief

CAWG IG, JOHN INSPECTOR, Lt Col, CAP

Team Members

CAWG HELEN SMITH, Lt Col, CAP
CAWG ROBERT SMITH, Major, CAP
CAWG JON JONES, Lt Col, CAP
CAWG TOM BEST, Captain, CAP

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SUBORDINATE UNIT INSPECTION REPORT

Reply Instructions

Reports of Inspections

[The Group Commander, for Group Inspections, will reply to this report to the California Wing IG, Wing Commander and Vice Commander within 90 calendar days (60 days if safety findings) following receipt of this report.]

Or,

[The Unit Commander, for unit inspections, will reply to this report to the Group IG, Group Commander and Wing IG within 90 calendar days (60 days if safety findings) following receipt of this report.]

Responses to Inspections and Subsequent Follow-Up

a. Replies are required to all findings

The assessed organization will establish the responsible function and person responsible for the function and include that information in the reply. Replies will outline what action(s) have been taken to correct causes of the identified discrepancy rather than relief from specific symptoms. Responses should provide sufficient detail to permit the wing / group staff to evaluate the corrective action (s).

b. Progress reports are required.

[Group Inspections] Progress reports will be submitted to the Wing IG with copies to the Wing Commander and Vice Commander every 60 days following the initial reply until the item is closed. Any safety finding should be corrected within sixty days, other findings as soon as possible. An item will be closed by the Wing IG and staff approving the adequacy of the stated corrective action. On occasion it may be necessary to return to the Group to validate that the item has been corrected.]

Or,

[Unit Inspections] Progress reports will be submitted to the Group IG with copies to the Group Commander and the Wing IG every 60 days following the initial reply until the item is closed. Any safety finding should be corrected within sixty days, other findings as soon as possible. An item will be closed by the Group IG and staff approving the adequacy of the corrective action. On occasion it may be necessary to return to the Unit to validate that the item has been corrected.]

c. Replies are to be marked as a privileged document

Replies will be marked as follows at the lower margin: "This is a PRIVILEGED DOCUMENT that cannot be released in whole or part to any persons or agencies outside of the Civil Air Patrol or USAF, nor can it be republished in whole or part in any publication not containing this statement, including Civil Air Patrol magazines and general use pamphlets, without the express approval of the Executive Director of the Civil Air Patrol and CAP-USAF/CC."

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SECTION II – ASSESSMENT DETAILS

NOTE: The following guidelines are for preparing the report. This text is not included as part of the report.

REPORT FORMAT

- **Use bullet format for comments**

- Main bullets use one dash (-), double space between each bullet or set a 12 point space before each paragraph in the format menu

- Sub-bullets are double dashed (--)

- Text should be aligned with the text above. Times New Roman 11 or 12 point regular font should be used for comments.

- **(Observation):** Should be in bold font using the format above.

- **(Commendable):** Describe the highly effective concept, technique, or management practice not observed in other units or significantly better than those found in other units. Use bold font and format as described above.

- **(Benchmark Candidate):** Follow the same format as Observations and Commendable items. Clearly describe the exceptional practice or concept with justification as to why it should be considered a benchmark candidate.

- ***(Finding):** Findings follow the same format as Observations, Commendable and Benchmark candidates, except they have an asterisk before the parentheses. Fraud, Waste and Abuse (FWA) findings will have two asterisks. Findings should follow the condition/cause/impact format. Number findings sequentially from 1 through the entire report.

- The remainder of the report consists of separate pages for each functional area inspected. The format and description that is shown for A-1 - Aerospace Education on the next page applies to all areas that follow.

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A-1 – AEROSPACE EDUCATION:**[RATING]****– Comments:**

Provide details about this specific section. Describe compliance with the checkpoints of the inspection checklist, what the unit is doing well. The narrative should be in sufficient detail to **justify the rating given to the section.**

– Observations:

List minor deficiencies documented to place emphasis on the need for resolution before it develops into a more serious problem.

– Findings

List each significant deficiency requiring specific answers to the inspection team on actions that need to be taken to correct the deficiency. Findings involving Fraud, Waste and Abuse are indicated with two asterisks (**), while other findings are identified with a single asterisk (*). List each finding in numeric sequence in the report, i.e., Finding #1, Finding #2, etc.

– Repeat Finding:

A finding reported in the unit's previous IG inspection report or recent audit agency report which was subsequently closed, but which exists again during the current assessment. Repeat findings are normally answerable findings.

– Open Item

An answerable finding from a prior assessment in which the unit corrective actions are incomplete and the inspection authority has not closed the item. Corrective action progress is evaluated and documented in the report. If corrective actions were complete, but not reported, and the inspector determined the problem or deficiency solved, the open item is closed, indicating that no further action is required. If corrective actions are incomplete or inadequate, the item remains open. Open items are not repeat write-ups.

Higher Headquarters Item

Any observation or finding that requires action from a higher level to resolve.

– Commendable:

A highly effective concept, technique, or management practice not observed in other units or one significantly better than those found in other units.

– Benchmark:

The best of the best processes observed and researched to date by the assessment team to be considered for emulation by other units.

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SECTION III – SUI REPORT DISTRIBUTION

NOTE: Distribution of copies depends on the level of the inspection and resulting report as described in the transmittal letter above.

Wing Commander	1
Vice-Commander	1
Group Commander	2
Wing IG	1
Group IG	1
Total	6

Copies of all inspection reports at the Unit Level need to be sent to Wing Headquarters

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